

**Oklahoma Department of Human Services  
2400 N. Lincoln Blvd.,  
Oklahoma City, OK 73125**

**VACANCY ANNOUNCEMENT**

The Oklahoma Department of Human Services (OKDHS), Office of Planning, Research and Statistics is seeking a Carl Albert Executive Fellow to serve as an Administrative Officer I. The successful candidate will be a currently enrolled graduate student and must have 12 college credit hours in Spanish and must be fluent in Spanish.

Pay Scale: \$2,972.71-\$2,987.02

Number of Vacancies: 1

Location of Work: Oklahoma Department of Human Services  
2400 N. Lincoln Blvd.  
Oklahoma City, OK 73125

**Basic Purpose:**

This is a full time (40 hours per week) with full benefits Spanish translator in the Office of Planning, Research, and Statistics/WebStats Unit. This individual is responsible for the translation of material for OKDHS. Translation duties include translation of forms, policy and other materials into Spanish. They will also serve as a phone or onsite interpreter for meetings, hearings and other requests.

**Typical Functions:**

- Proofread documents for quality to ensure that we are consistent throughout all documents and that the final product reads as if originally written in the Spanish language.
- Translate documents from the English language to the Spanish language using the glossary of words; ensure final product of all documents read as if it were originally written in the Spanish language.
- Serve as Interpreter for the Oklahoma Department of Human Services.
- Tracking of documents.
- Creating documents that meet Electronic Information Technology Accessibility (EITA) standards.

**Knowledge, Skills, and Abilities:**

Microsoft Word and Excel, Adobe Acrobat, and HTML

**The position will be posted until filled.**

# Oklahoma Health Care Authority

<b>Announcement #</b>	<u>0802006</u>	<b>Division:</b>	<u>Program Integrity &amp; Planning</u>
<b>Title of position:</b>	<u>Policy Associate (Intern)</u>	<b>Unit:</b>	<u>Health Policy</u>
<b>Grade:</b>	<u>8</u>	<b>Salary:</b>	<u>Up to \$35,173.74</u>

Health Policy works to improve quality and efficiency in an evolving health care system that improves the lives of many Oklahomans. Our effectiveness depends on the capabilities of dedicated, professional staff committed to supporting these objectives. A career with Health Policy offers the opportunity to get involved in important health care issues and be part of a dynamic, fast-paced, and highly visible unit within the Health Care Authority. In this position you will be responsible for researching, analyzing, planning, coordinating, and preparing written rules, policies and procedures that lead to sound programmatic implementation of policies for Oklahoma health care. In addition, you will serve as an independent professional specialist and key staff person representing Health Policy on specific analytical projects or studies with the Planning Unit within Program Integrity and Planning in such areas, not limited to, as the Deficit Reduction Act, the Authority's Reform Pilot, Telemedicine, Medicaid Transformation Grants, Money Follows the Person Grant, Health Opportunity Accounts, Evidence Based Medicine and Health Care Disparity Initiatives.

## **Typical Functions May Include:**

### *Policy Development*

- Responsible for developing and coordinating development of policy and programs as the result of changes in law, regulation or strategic development of the agency.
- Responsible for conducting research, planning and coordinating activities for the purpose of evaluating the effectiveness of programs, policy and rules.

### *State Plan Management*

- Responsible for development and submittal of State Plan Amendments for operation of state/federal programs and services.
- Prepare reports and recommendations regarding the general status and progress of each amendment; present findings about relevant problems or issues; conduct extensive research of complicated federal mandates or pending amendment concerns; develop State Plan strategies and options.
- Make recommendations related to identifying, developing, preparing and seeking federal approval of State Plan amendments and related policy, rules, procedures and regulations for statewide implementation of major state and federal programs.
- Conduct frequent evaluations of records, files and other documents; personally review work activities of staff to determine quality and accuracy of work performed.

### *Research*

- Researches state and federal regulations and various reference materials to determine legal authority for and validity of new rules and revisions.
- Researches and advises agency personnel, outside agencies and the general public on the agency's current policies and responsible for maintaining history of all the agency rules, tracks and log policies, updates on-line policies within agency and coordinates updates of agency policy with outside agencies.
- Produces and analyzes database reports as requested on scheduled or ad-hoc basis utilizing a variety of software applications such as Impromptu, Access, Excel and PowerPoint, including presentations of research.
- Researches and investigates special areas of concern. Interprets laws and regulations and makes recommendations for changes to the Medicaid program.

## **Preferred Requirements:**

- Bachelor's Degree in Public Health, Public Administration, Healthcare Administration or a related field; and
- Current enrollment in a Master's program; and
- Completion of six (6) graduate hours.

## **Preference May Be Given To Candidates With:**

- Policy development experience; and/or
- Health insurance or managed care experience; and/or
- State or Federal Government program management experience; and/or
- Master's degree or higher.

## **Internship Requirements:**

- After selection the candidate will be required to submit an application, and be accepted, to the Carl Albert Internship Program (CAIP).
- For more information please visit - [http://ok.gov/opm/State\\_Jobs/Carl\\_Albert\\_Public\\_Internship\\_Program.html](http://ok.gov/opm/State_Jobs/Carl_Albert_Public_Internship_Program.html)

For additional information on job duties please contact Sebastian Davis at [Sebastian.davis@oja.ok.gov](mailto:Sebastian.davis@oja.ok.gov).

***Department of Central Services  
Information Services Division***

**POSITION:** (1) One – Carl Albert Undergraduate Intern

**LOCATION:** Will Rogers Building  
2401 North Lincoln Blvd  
Oklahoma City, Oklahoma 73105

**SALARY:** \$10.00/Hour

**ACCOMMODATIONS:** None

**SEND RESUME & TRANSCRIPT TO:** Department of Central Services  
Human Resources Department  
2401 North Lincoln Blvd., Suite 212  
Oklahoma City, Oklahoma 73105

This position is available for currently enrolled students who have completed a minimum of two years at an accredited college or university. The candidates should be working toward a degree in Management Information Systems or Computer Science with an emphasis on computer programming. Prefer candidates whose career path is more towards programming instead of hardware.

This position will be assigned to various IS projects including the division's intranet portal, database conversions, documentation and other duties as assigned. The selected candidate will work under the supervision of the Lead Application Developer and/or the IS Manager. The selected candidate must be able to clearly and concisely express ideas, both oral and written. Programming will be mainly .NET (C#) and MSSQL. Must have experience with Microsoft Office products. There is a maximum of 20 hours per week and the hours must be between 7:00 a.m. and 5:00 p.m.

The position will remain open until filled.